



UNITED STATES PATENT AND TRADEMARK OFFICE

WASHINGTON, DC 20231
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FORM CD-260
REV. 6-86
DAO 202-335

MERIT PROGRAM

Announcement **PTO-04-162**
Number: **11/12/04**
Issue Date: **6/30/05**
Closing Date:

VACANCY ANNOUNCEMENT

TITLE, SERIES, AND GRADE

Human Resources Specialist (Labor Relations)
GS-0201-9
Full Performance Level GS-13
Multiple positions
Competitive Service
Non Bargaining Unit

VACANCY LOCATION

U.S. Patent and Trademark Office
Chief Financial Officer/Chief Administrative Officer
Office of Human Resources
Labor Relations
Arlington/Alexandria, VA

AREA OF CONSIDERATION

Current Federal Employees with Status
PTO Employees with Status
Non-Status Applicants / General Public
Reinstatement Eligibles
DOC Surplus, Displaced Employees in
local commuting area

NOTE: THE CUT-OFF DATES FOR REFERRAL TO MANAGEMENT ARE THE 30TH OF EACH MONTH.

DUTIES:

Researches and analyzes Federal regulations, statutes, legislative history, and case law in the area of Federal Labor Management relations to determine management's legal standings and options in the negotiated grievance procedures, bilateral regulation and third party proceedings. Serves as team member on assigned management bargaining teams. Advises management team on the interpretation of case law and Federal Services Impasses Panel (FSIP) and Federal Labor Relations Authority (FLRA) decisions and applies them to bargaining issues. Advises supervisors and managers concerning their responsibilities with respect to the Office's labor relations program including those under Title VII of the Civil Service Reform Act, negotiated agreements, and regulations and guidelines governing labor relations.

SUMMARY OF QUALIFICATION REQUIREMENTS:

Applicants must have had one year of specialized experience which has equipped them with particular knowledge, skills, and abilities to successfully perform the duties of the position, which is typical to the work of the position to be filled, and is equivalent to the GS-7 grade level in the Federal Service. **Specialized experience** involves establishing and maintaining effective relationships, including the use of non-traditional collaborative approaches, with labor organizations that represent Federal employees, negotiating and administering labor agreements, and providing guidance and consultations to management on a variety of labor relations matters. Status applicants/applicants who have held a General Schedule (GS) position within the last 52 weeks must meet time-in-grade requirements in accordance with 5 CFR 300.604. CTAP/ICTAP candidates will be determined to be well qualified if they score 90 or higher when rated against the crediting plan.

To qualify based solely on education, applicants MUST possess a Master's degree or 2 full years of progressively higher-level graduate education leading to such a degree. There is no positive educational requirement for this position; therefore, a Master's in Labor/Industrial Relations, Business Administration or any field is qualifying.

To qualify based on experience, applicants MUST have one year of specialized experience equivalent to at least the GS-7 level (specialized experience is described above).

Note: Applicants who wish to be qualified based on education MUST submit a copy of their transcripts showing specific coursework completed or a listing of college courses showing course number, title, grade, type (semester/quarter), and number of credit hours. Graduates of foreign schools MUST have their academic credentials evaluated through a recognized credential evaluating institution. Failure to submit the above will result in an ineligible rating. An official college transcript will be required before you can report to duty.

EVALUATION OF QUALIFIED CANDIDATES: Incumbent will be evaluated on the basis of experience, training, awards, supervisory appraisals, and the following factors. **Failure to address each factor may have an impact upon your ranking.**

1. Knowledge of Labor Relations' theories, principles and practices.
2. Ability to identify and analyze labor relations issues and develop creative and innovative solutions to these issues and problems.
3. Skill in establishing and maintaining effective relationships with management, employees and unions.
4. Ability to effectively communicate both orally and in writing.

NOTICE TO ALL APPLICANTS: US Patent and Trademark Office programs are accessible to people with disabilities. This document will be converted to an appropriate alternative form for applicants with disabilities. Requests for this or other assistance and accommodation should be directed to the contact above.



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How To Apply - SUBMIT THE FOLLOWING:

1. Candidates may submit an resume **OR** OF-612 (form can be assessed from the following web site):
<http://www.opm.gov/forms/html/of.asp> - http://www.opm.gov/forms/pdf_fill/of612.pdf
2. Most recent supervisory appraisal and a recent copy of a SF-50, Notification of Personnel Action (Status Candidates Only)
3. Vacancy announcement number, position title and grade level(s) you are applying for must be recorded on the application submitted.
4. College transcript or List of College Courses. Graduates of foreign schools **MUST** have their academic credentials evaluated through a recognized credential evaluating institution (see Note above).
5. Status candidates who want to be considered under both merit promotion and competitive procedures must submit two complete applications.
6. Statement of qualifications relating to each of the Evaluation/Ranking Factors.

Applications submitted by mail with a postmark of on or before the closing date of this announcement will be considered only if received in the USPTO, Office of Human Resources, five (5) working days after the closing date.

FOR SPECIFIC INFORMATION CALL: Linda Majca (703) 305-4790 or Ronald Taylor (703) 305-4324
TDD# 1-800-828-1120 or Relay System

For more employment opportunities visit our web site at WWW.USPTO.GOV

MAILING ADDRESS:

US Patent and Trademark Office
Office of Human Resources
Mail Stop 171
Post Office Box 1450
Alexandria, VA 22313-1450

WHERE TO APPLY IN PERSON:

US Patent and Trademark Office
Office of Human Resources
2011 Crystal Drive (CPK-1), Suite 707
Arlington, VA



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VACANCY ANNOUNCEMENT SUPPLEMENTAL INFORMATION

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

I. REGARDLESS OF WHICH APPLICATION FORM/FORMAT IS USED, APPLICANTS SHOULD ADDRESS THE FOLLOWING:

1. **The announcement number, title and grade of the position for which you are applying.**
2. **Personal information**
 - a. Full name, mailing address (including ZIP Code), home and work telephone numbers (including area codes)
 - b. Social security number
 - c. Country of citizenship
 - d. Veteran's preference: If you wish to claim 5-point veterans preference or if you are applying under the Veterans Readjustment Appointment provisions, you must include dates of military service and a copy of each Certificate of Release or Discharge from Active Duty, DD-214. If you are claiming 10-point veterans preference, you must also include SF-15 and the appropriate proof required by that form.
 - e. Competitive status: if you are a current or former Federal employee, and if the announcement is open to status applicants only or if you wish to be considered as a status applicant, you must submit a copy of your SF-50, Notification of Personnel Action, which shows you have status.
 - f. Veterans who are preference eligible or who have been separated from the armed forces with honorable conditions after 3 years or more of continuous active service may apply. (Under merit promotion procedures.)
 - g. Highest federal civilian grade held, including job series and dates held.
3. **Education**
 - a. High school - name, city, state and ZIP Code (if known) and date you received diploma or GED.
 - b. Colleges and universities - name, city, state and ZIP Code (if known), majors(s), type(s) of degree(s) received and date(s) received. If you did not receive a degree, show total credits earned and indicate whether semester or quarter hours. Submit copies of undergraduate and/or graduate transcripts if the announcement specifies minimum education requirements, if you are qualifying based on allowable substitution of education for experience or if you are qualifying based on Superior Academic Achievement (see the announcement for details).
4. **Job-Related Work Experience (Paid and Non paid)**
 - a. Job title (include series and grade if Federal)
 - b. Duties and accomplishments
 - c. Employer's name and address
 - d. Supervisor's name and telephone number
 - e. Starting and ending dates (month and year)
 - f. Hours per week,
 - g. Salary
 - h. Indicate if we may contact your current supervisor.
5. **Other Qualifications**
 - a. Job-related training courses (title and year)
 - b. Job-related skills (i.e., other languages, computer hardware/software, tools machinery, etc.)
 - c. Typing and/or stenography speed
 - d. Job-related certificates and licenses (current only). Do not send copies unless required in the announcement.
 - e. Job-related honors, awards and special accomplishments (i.e., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.) Give dates but do not send documents unless requested.

II. CTAP/ICTAP

1. CTAP candidates must apply for the vacancy, submit proof of eligibility for CTAP consideration, have a current performance rating of record of at least fully successful or the equivalent, and be within the Washington, D.C. Commuting area.

III. GENERAL INFORMATION

1. Applications mailed in Government franked envelopes will not be considered.
2. Applications submitted by telefax will not be considered.
3. Applications submitted by email will not be considered.
4. Applications submitted by mail with a postmark of on or before the closing date of this announcement will be considered only if received in the USPTO, Office of Human Resources, within five (5) working days of the closing date.
5. Applicants must meet all eligibility requirements by the closing date of the vacancy announcement.
6. Applicants must be citizens of the United States (or owe allegiance to the United States).
7. Applicants with disabilities, disabled veterans, or any other applicants eligible for non-competitive appointment under special appointing authorities not requiring competitive status should clearly specify their special eligibility on their application.



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8. If selected, male applicants born after December 31, 1959, must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
9. Applications will not be returned to applicants.
10. Applicants will receive notification of the outcome of a vacancy announcement as soon as possible after a selection is made.
11. If a vacancy is for a supervisory or managerial position, the selectee may have to serve a supervisory/managerial probationary period.
12. If a vacant position is filled at a grade below the full performance level, the selectee may be promoted without further competition. However, this implies no promise or guarantee of promotion.
13. Qualification requirements in the vacancy announcement are based on OPM Qualifications Standards for General Schedule positions.
14. Privacy Act requirements (PL 93-579): the application forms prescribed are used to determine qualification for promotion, reassignment, or employment and are authorized under Title 5, U.S.C. sections 3302 and 3360.
15. Candidates outside of the USPTO who are referred for consideration will be required to complete the Declaration for Federal Employment, OF-306.
16. For any vacancy, employees of the Department of Commerce may be considered before other applicants.
17. Relocation expenses will **not** be paid.

The United States Patent and Trademark Office will provide reasonable accommodations to applicants with disabilities. If a reasonable accommodation is needed for any part of the application process, please notify the human resources representative identified under the 'How To Apply' section of this announcement. Decisions on reasonable accommodation will be made on a case-by-case basis.